# ANNEX A

# Bedfield & Monk Soham Community Club

# Health and Safety Policy

## Purpose

The Management Committee of the Club, on behalf of Bedfield Parish Council, (from here on referred to as MC) accepts responsibility under the Health and Safety at Work Act, 1974, to ensure so far as is reasonably practicable the health and safety of their employees, councillors, volunteers, members, guests etc while on the Club’s premises or on Club business.

The MC also recognises that Health and Safety is a business function and must, therefore continually progress and adapt to changes. The approach to Health and Safety will be based on the identification and control of risks.

1. **Policy**

Planning, monitoring and review of the Health and Safety policy will be carried out on a regular basis taking into account changes in legislation and good practice.

The MC will:

* Ensure that there are adequate arrangements put into place for the effective planning, development and review of this policy;
* Consult with our employees and volunteers on matters affecting their health and safety;
* Devote the necessary resources in the form of finance, equipment, personnel and time to ensure health and safety;
* Ensure that it constantly improves health and safety standards and performance. It will endeavour to ensure that all statutes, regulations and codes of practice are complied with;
* Ensure that minimum standards that will be adopted by the Organisation are those required by law, although the Organisation will always seek to exceed these where there is a demonstrable benefit;
* Provide so far as is reasonably practicable a working environment, equipment and systems of work which are free from hazard and without risk to health;
* Ensure all employees and volunteers are competent to do their tasks, and to give them adequate training;
* Make arrangements for ensuring so far as is reasonably practicable, safety and absence from risk to health in handling and storing articles and substances in line with COSHH requirements;
* Minimise the risk of accidents and cases of work-related ill health;
* Maintain safe and healthy working conditions;
* Provide such training and instruction, information and supervision, as is necessary to ensure so far as is reasonably practicable the health and safety at work of their employees and volunteers;
* Ensure that the premises under the Organisation’s control are maintained as far as is reasonably practicable, safe and without risk to health and with adequate access and egress;
* Make adequate arrangements so far as is reasonably practicable for facilities and arrangements for employees’ and volunteers’ welfare at work;
* Provide and maintain so far as is reasonably practicable arrangements for the emergency evacuation of premises under their control in case of fire or other emergency;
* Make risk assessments periodically and issue corrective instructions.

The day-to-day administration of the policy shall be the responsibility of the MC.

The day-to-day responsibility for safety in the premises will be vested in the users. They shall be responsible for ensuring that any known safety defects or deficiencies are rectified or are brought to the attention of the MC.

This Policy is written with particular consideration to the following legislature and regulations and THE ORGANISATION believes that this policy meets the following listed requirements:

* H&S at work act 1974
* Disability discrimination act 1995

## 3. Persons affected

This policy applies to all employees, volunteers, users and visitors.

THE ORGANISATION, in accepting its responsibilities, expects employees, volunteers, users and visitors to:

* Take reasonable care of their own health and safety and of the health and safety of their fellow staff and visitors to the Organisation’s premises who may be affected by their acts and omissions.
* Report all health and safety concerns to the MC.
* Co-operate in carrying out any duty or requirement imposed upon them
under the Act including participating in evacuation drills and other health and safety procedures.
* Not interfere intentionally or recklessly with, or misuse anything provided in the interest of their health safety or welfare.

**Contractors**

All contractors will be expected to make available their own company policy on health and safety and will be expected to demonstrate their compliance with the Organisation’s policy for Health and Safety.

## 6. Procedure

It is the responsibility of all employees, volunteers, users and visitors to:

* assist in ensuring the Health and Safety of all persons legitimately engaged in activities on the Organisation’s premises.
* familiarise themselves with all aspects of the Organisation’s Health and Safety policy.
* Comply with all instructions given by the MC, for the protection of its employees, volunteers and visitors.
* undertake the operation of any electrical, mechanical or other equipment only if specifically authorised to do so.
* adhere to the Manufacturers, Suppliers and Organisation instructions when using lifts, hoists and all forms of electrical and mechanical equipment used on Organisation premises.
* undertake maintenance of or repair of electrical or mechanical equipment only if authorised.
* study and be familiar with Organisation regulations in regard to Fire Precautions and other Emergency procedures.
* be familiar with the procedure for the reporting of accidents of any type and to conform to that procedure.
* ensure that items of personal electrical equipment used on the premises have first been tested and authorised as safe to use. This is for insurance purposes.
* ensure that all goods are stored in a safe manner and in the correct place, having particular regard to storage conditions required for hazardous goods.
* not leave goods or equipment in such a position that might constitute a danger, especially in such places as corridors.

## 7. Verification

The MC will review this Policy every three years and annually make a personal inspection of the appropriate premises, procedures and records.